

# Preparing for your Exhibit Experience in Boston

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IMPROVING PATIENT OUTCOMES  
**ANESTHESIOLOGY**<sup>®</sup> 2017  
BOSTON  
OCTOBER 21-25



**Cindy Sharkey**

*Sales Operations, Sr. Director*

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# Freeman

*Official Services Contractor*

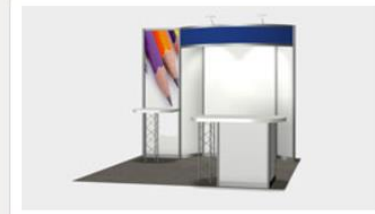
- ✓ *Shipping*
- ✓ *Material Handling*
- ✓ *Exhibits*
- ✓ *Furnishings & Carpet*
- ✓ *Labor*
- ✓ *Signs & Graphics*
- ✓ *Exhibit Rentals*
- ✓ *Cleaning Services*



Shipping Services



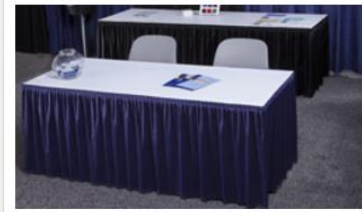
Material Handling & Labels



Exhibits & Accessories



Carpet



Tables & Risers



Furnishings



Labor



Signs & Graphics



Cleaning Services

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# Facility Contractors



Cable TV



Electrical



Telephone & Internet



Plumbing



Rigging & Lighting



Security

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# Specialty Contractors

*Order Forms on Freeman Online*



Audio Visual & Computer Rental



Floral



Lead Retrieval



Modeling



Photography

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# Inline Booths Include

Each 10' x 10'

*7" x 44" one-line identification sign (300 sq. ft. or less)*

*8' high white and gray back drape*

*3' high wide gray side drape*

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# Important Dates

Freeman Advance Order Discount Deadline:

**Wednesday, September 27, 2017**

Advance Freight Warehouse Opens:

**Monday, September 18, 2017**

Last Day for Advance Freight Warehouse:

**Wednesday, October 11, 2017**

Shipments may begin arriving at Boston Convention & Exhibition Center:

**Wednesday, October 18, 2017 at 8:00 AM**

Outbound Carrier Check-in:

**Wednesday, October 25, 2017 at 8:00 AM**



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# Save with Advance Ordering Online

| Items                        | Advance<br>Online Price | After<br>Deadline Price | SAVE             |
|------------------------------|-------------------------|-------------------------|------------------|
| (1) 9' x 10'                 | \$ 316.25               | \$ 442.75               | \$ 126.50        |
| (2) Black Diamond Side Chair | \$ 282.50               | \$ 395.50               | \$ 113.00        |
| (1) 6' Draped Table          | \$ 259.60               | \$ 363.45               | \$ 103.85        |
| (1) Wastebasket              | \$ 25.50                | \$ 35.70                | \$ 10.20         |
| <b>TOTAL</b>                 | <b>\$ 883.85</b>        | <b>\$ 1,237.40</b>      | <b>\$ 353.55</b> |

**Order Online by September 27<sup>th</sup>**  
**SAVE!**

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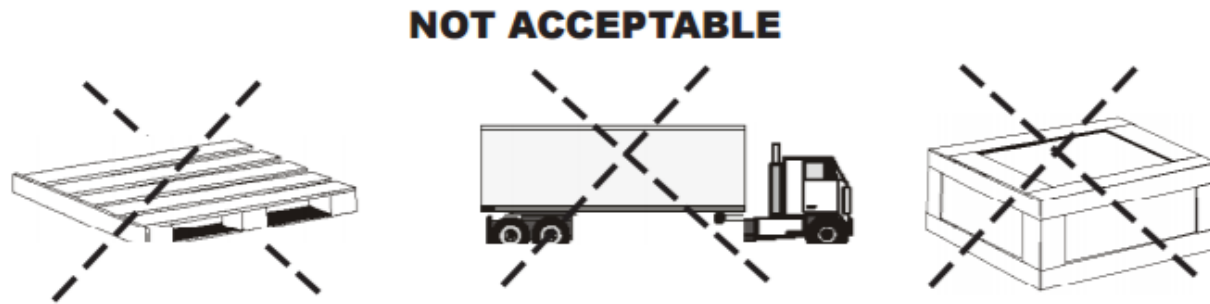
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# Cart Service

This service is for those who have small hand carry items all of which must fit in a 3' x 4' push cart.



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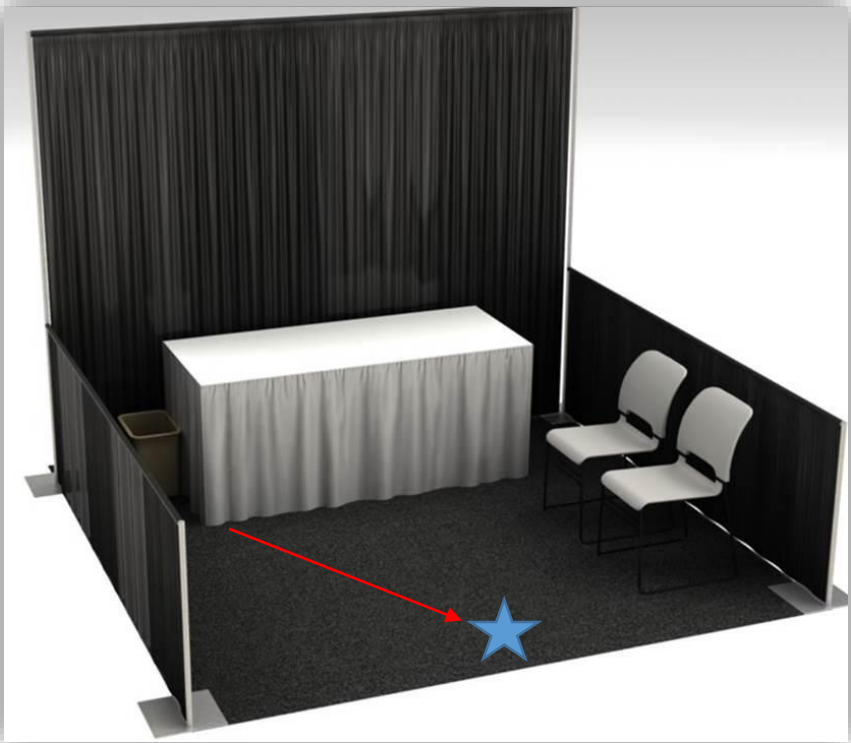
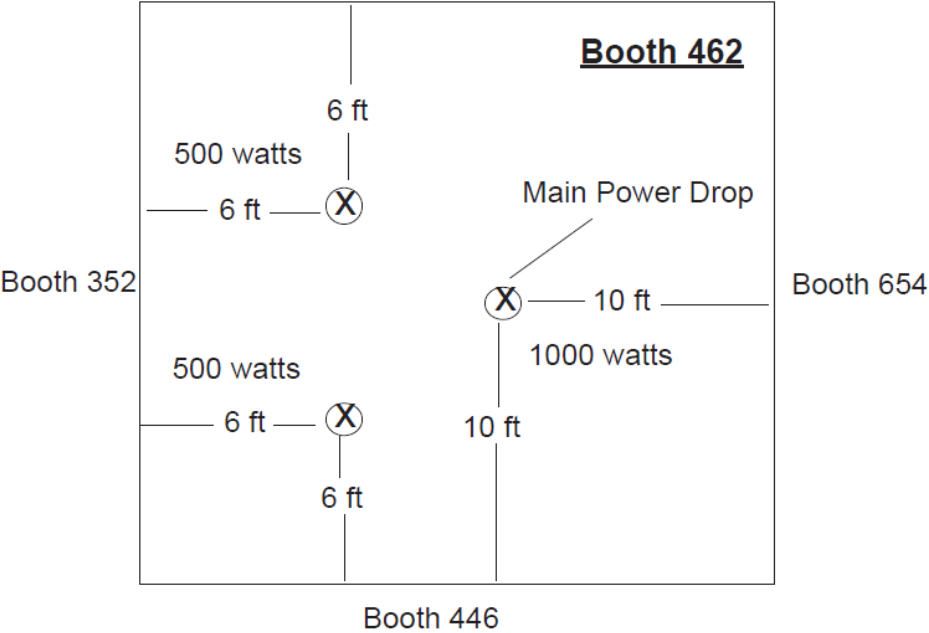


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# Electrical Cord Labor

*Distribution of power cords handled by Freeman (120V)*



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# Freeman

Official Services Contractor

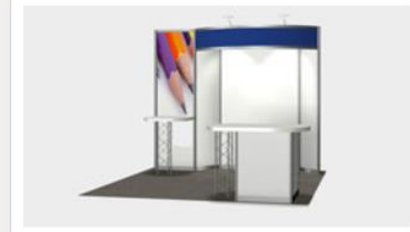
- ✓ Shipping
- ✓ **Material Handling**
- ✓ Exhibits
- ✓ Furnishings & Carpet
- ✓ Labor
- ✓ Signs & Graphics
- ✓ Exhibit Rentals
- ✓ Cleaning Services



Shipping Services



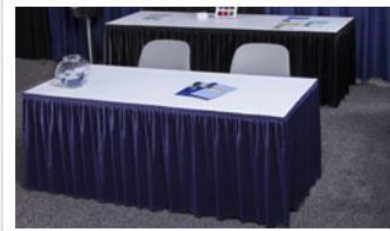
Material Handling & Labels



Exhibits & Accessories



Carpet



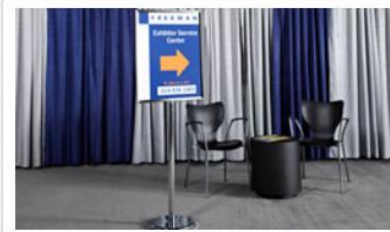
Tables & Risers



Furnishings



Labor



Signs & Graphics



Cleaning Services

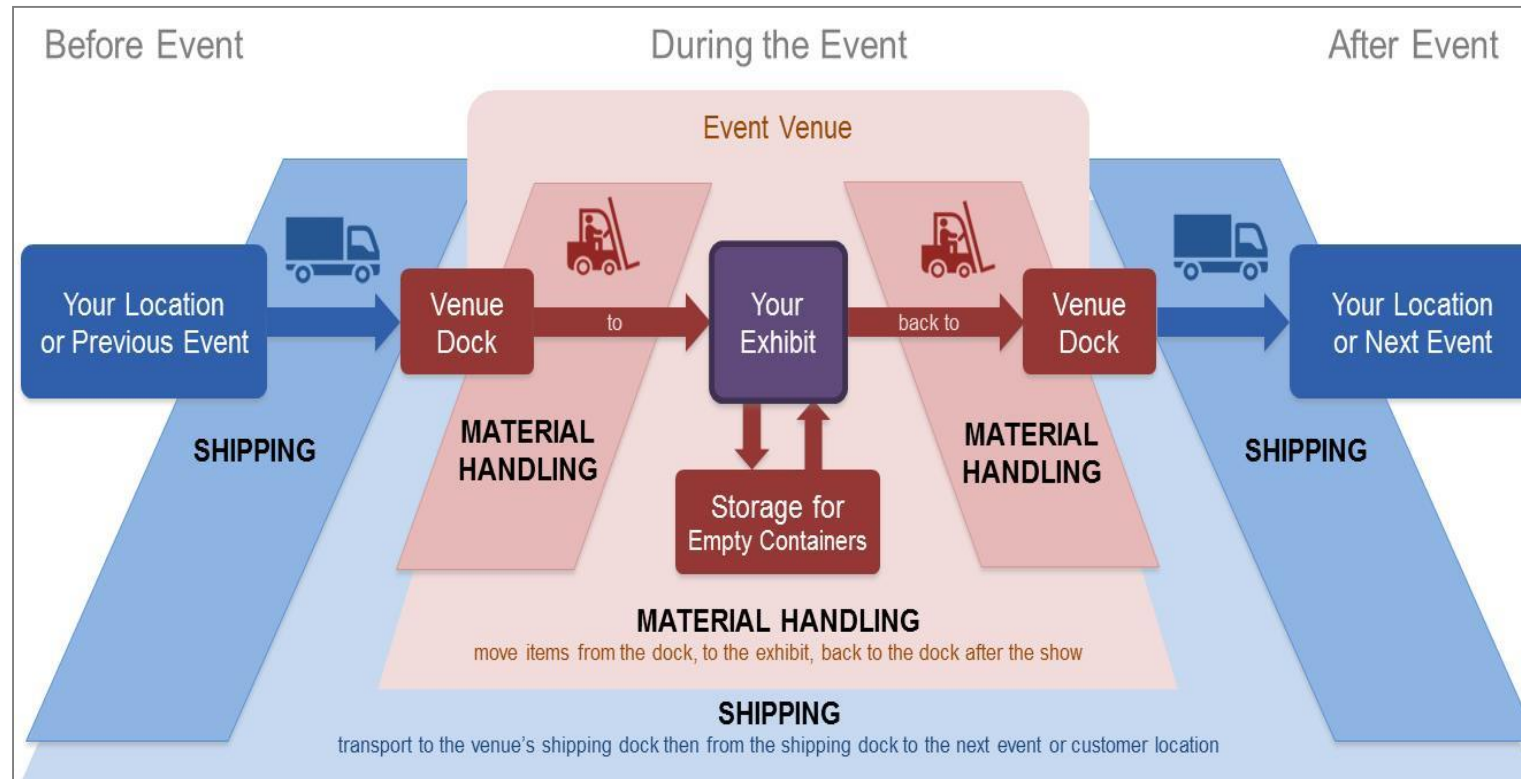
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# Shipping vs. Material Handling



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# What is a Material Handling Agreement?

## Outbound Paperwork

| MATERIAL HANDLING AGREEMENT  |   | SHIPPER'S NUMBER  |
|--|---|---|
| INSTRUCTIONS: COMPLETE ALL SHADED AREAS. RETURN COMPLETED AGREEMENT TO SERVICE DESK WHEN MATERIALS ARE PACKED AND READY FOR SHIPMENT.  |   | 298134-124  |
| PLACE PRO NUMBER HERE  |   | MHA #: 124  |
| DATE: 8/8/2013 04:59 PM  | BOOTH NO: 3000  | DATE/TIME RECEIVED: AM PM   |
| FROM:<br>PHARMACY AUTOMATION SUPPLIES<br>AMEX<br>NACOS TEE 2913<br>SANDS EXPO CENTER<br>281 SANDS AVE<br>LAS VEGAS, NV 89167000  | TO:<br>PHARMACY AUTOMATION SUPPLIES<br>146 S PINNACLE DR<br>ROMEVILLE, ILLINOIS 60446 USA | DECLARED VALUE: \$ (Optional)   |
| IN THE EVENT YOUR SELECTED CARRIER FAILS TO SHOW ON FINAL MOVE-OUT DAY, PLEASE SELECT ONE OF THE FOLLOWING OPTIONS:<br>1. RE-ROUTE VIA FREEMAN'S CHOICE<br>2. DELIVERY BACK TO YOUR HOUSE AT EXHIBITOR'S EXPENSE   |   | SPECIAL INSTRUCTIONS<br>Have loading dock, phone: 630-063-0405  |
| RE-ROUTE VIA: BY: DATE: TIME: AM PM  |   | CARRIER: FREEMAN EXHIBIT TRANSPORTATION PHONE #: (800) 925-3579   |
| CIRCLE NUMBER OF SEPARATE DESTINATIONS IN BOOTH: 1 2 3 4 OR MORE   |   |   |
| Desired Level of Service: Ground <input checked="" type="checkbox"/> Specialized <input type="checkbox"/> Next Day Air <input type="checkbox"/> 2nd Day Air <input type="checkbox"/> 3-5 Day Service <input type="checkbox"/><br>Air Freight will be billed on Actual or Dimensional Weight, whichever is greater.   |   |   |
| CHECKER NO. PIECES   | DESCRIPTION AND EXCEPTIONS, USED/REPACKED PARAPHERNALIA, EXHIBITION OR SHOW, NO.          | WEIGHT (LBS) SUBJ. TO CGR.  |
|  | Crate (wooden)  |   |
|  | Cartons (cardboard)   |   |
|  | Trunks / Cases (fiber) (color)  |   |
|  | Skids / Pallets <input type="checkbox"/> Strapped <input type="checkbox"/> Loose          |   |
|  | Carpet (color) <input type="checkbox"/> Wrapped <input type="checkbox"/> Loose            |   |
|  | Carpet Paving Rolls <input type="checkbox"/> Wrapped <input type="checkbox"/> Loose       |   |
| BY SIGNING THIS AGREEMENT, YOU ARE AGREEING TO BE BOUND BY FREEMAN'S TERMS AND CONDITIONS. THESE TERMS AND CONDITIONS ARE IN YOUR SHOW KIT OR CAN BE OBTAINED AT THE SERVICE DESK. BY SIGNING BELOW, YOU ARE ACKNOWLEDGING THAT YOU HAVE READ, UNDERSTOOD, AND AGREE TO BE BOUND BY THESE TERMS AND CONDITIONS. EXHIBITOR SHALL BE RESPONSIBLE FOR ALL SHIPPING CHARGES INCURRED. EXHIBITOR'S SIGNATURE (OR THE SIGNATURE OF EXHIBITOR'S AGENT) CERTIFIES & WARRANTS THAT ITS FREIGHT CONTAINS NO HAZARDOUS MATERIALS. |   | IF NEITHER BOX IS CHECKED, SHIPMENT WILL BE SENT COLLECT. COLLECT <input type="checkbox"/> PREPAID <input type="checkbox"/>               |
| BILL FREIGHT CHARGES TO:<br>FREEMAN EXHIBIT TRANSPORTATION<br>6555 WEST SUNSET ROAD<br>LAS VEGAS, NV 89118   |   |   |
| CHECKER NAME: PRINT  | DATE LOADED   | BY SIGNING THIS, I AGREE TO ENTER AT MY OWN RISK AND HOLD FREEMAN HARMLESS FROM ALL LIABILITY ARISING FROM MY ACTIVITIES ON THE PREMISES. |
| TRAILER NO.  | START TIME  |   |
|  | FINISH TIME   |   |
| EXHIBITOR: PHARMACY AUTOMATION SUPPLIES  | CARRIER: FREEMAN EXHIBIT TRANSPORTATION   |   |
| SIGNATURE  | DRIVER SIGNATURE  | DRIVER PRINT NAME   |
| EMERGENCY PHONE:   | DATE  | PIECES RECEIVED   |
| Original - File Copy Green - Driver Yellow - Exceptions Pink - Control Gold - Exhibitor PD000977 (05/10)   |   |   |



Carriers to check-in

no later than

Wednesday, October 25, at 8:00 AM

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# Empty Crate Return

- ✓ Tag with Empty stickers
- ✓ Begin returning “empties” after aisle carpet is rolled up (1 hour)
- ✓ Cartons and cases first then all crates
- ✓ Could take up to 6 hours



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# ANESTHESIOLOGY<sup>®</sup> 2017

## BOSTON

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### PRE SHOW

64 Days 1 Hr

Until Discount Price Deadline

Eastern Standard Time

### Welcome to FreemanOnline

Your go-to resource before, during and after your show for ordering a wide range of products and services as well as accessing important show information, including dates, schedules, forms, key contacts and order/billing information.

If this is your first time using FreemanOnline, please click on the "Login" button to register.

As a reminder, to receive the deepest discount on select items, place your order online prior to the discount price deadline of September 27, 2017.

Our goal at Freeman is to help you have a successful event. If you need assistance or have any questions please contact Exhibitor Services at (508) 894-5100.

[Click here to view Forms & Brochures](#)



### Order Products & Services

Browse our complete catalog to order products and services for your booth.

[Browse Catalog](#)



### Information About the Show

View show schedule, addresses and contact information about the show.

[View Show Information](#)



### Shipping Your Exhibit

Get your exhibit to the show easily and save money with Freeman Exhibit Transportation.

[Estimate Shipping](#)



### Copy From Previous Order

Easily re-order items from previous shows.

[Copy From Orders](#)



### Orders, Alerts & Move-Out

Review orders, manage alerts, and complete your move-out paperwork.

[Orders, Alerts & Move-Out](#)



### Forms & Brochures

Download or email important order forms and brochures.

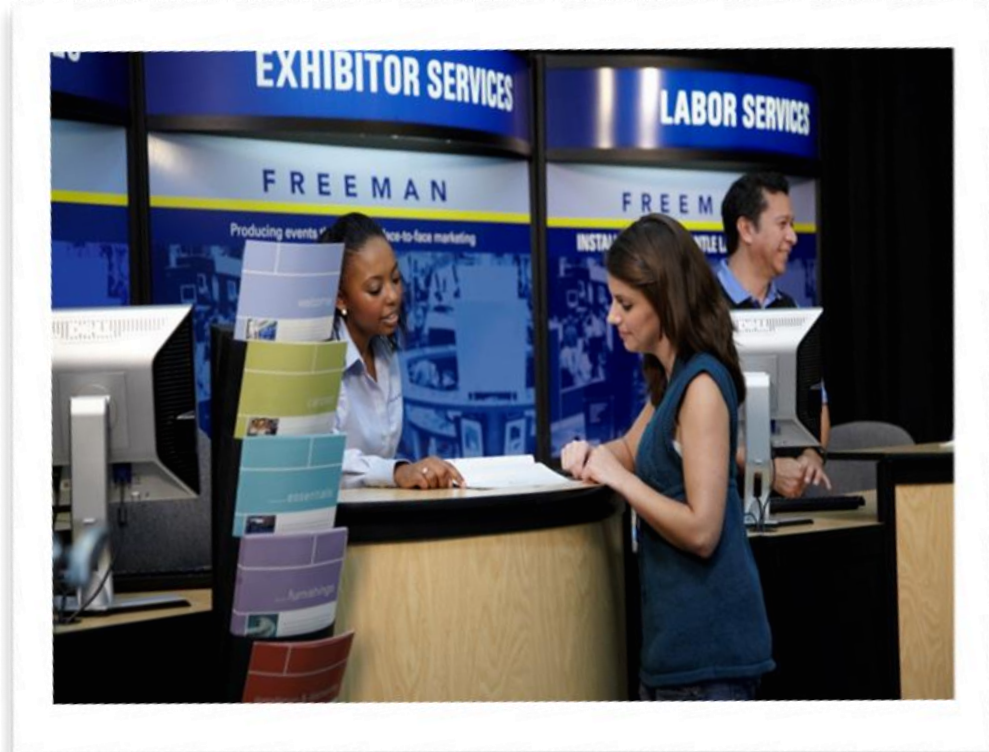
[View Forms & Brochures](#)

# On-site



# On-site

*Easy Access to Freeman*



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- ✓ Dedicated phone number
- ✓ Delivery schedule
- ✓ Pick up Empty Stickers
- ✓ Arrange for outbound shipping
- ✓ Order show services
- ✓ Track Freight Shipments
- ✓ Any and all questions

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# Your On-site Concierge

*Move-in and Move-out*



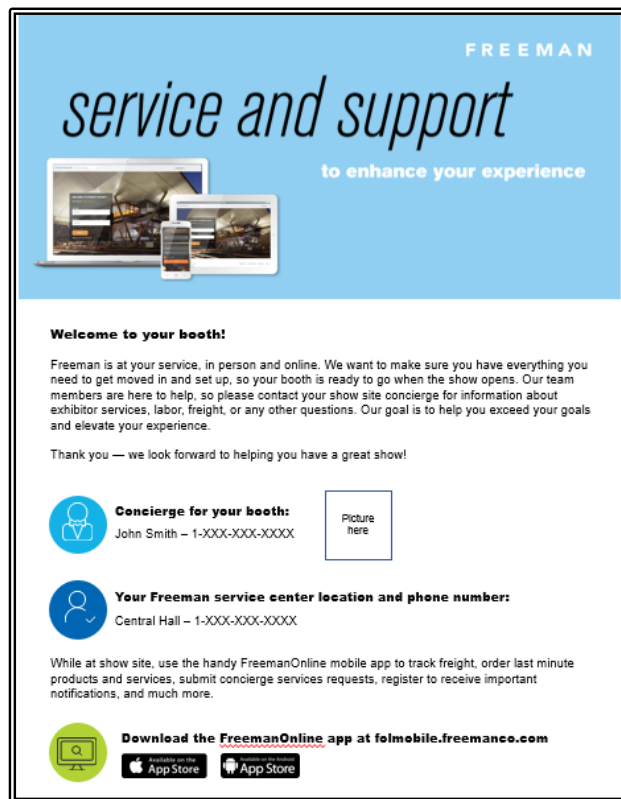
“I really liked the fact that you assigned a customer service agent to me and provide me with a cell number.”

“I found my concierge to be extremely helpful since she was able to come to my booth rather than me having to find the Freeman area at the show and stand in a long line, this made a huge difference in how I view Freeman.”

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# Show Personnel Flyer



- ✓ Booth Flyer
- ✓ Concierge Contact Info
- ✓ Service Desk #
- ✓ Service Desk Location

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# Freeman Online Mobile

*folmobile.freemanco.com*



Show  
Information



Online  
Ordering



Track  
Freight



Concierge  
Services



Receive  
Notifications



Move  
Out



Review  
Invoices

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# Union Jurisdictions

**UNION JURISDICTIONS  
BOSTON, MASSACHUSETTS**

We have provided these definitions to acquaint you with specific guidelines for labor. If you have any questions once you have read this, please address them to Show Management or to Freeman directly.

The unpacking, erection, assembling, dismantling, and packing of displays and equipment may be done by full-time employees of an exhibiting company. The official labor contractor for the exposition will have skilled craftsmen to assist exhibitors who wish to hire labor to perform these services. Arrangements for all temporary labor should be made through the official service contractor. Official labor order forms are included in the exhibitor service manual.

**MATERIAL HANDLING**

Work rules require that the official material handling contractor off-load all equipment and display material from commercial carriers/common carriers or van lines. **The use of fork trucks, pallet jacks and lift gates are permitted only by personnel of the official material handling contractor.** Exhibitors are allowed to perform their own material handling, provided they meet all of the following criteria:

Personnel performing the work must be **bonafide, full-time company employees** of the exhibiting company.

They must be off-loading from a company owned truck or rental vehicle, or from a car, van or truck owned by personnel of the exhibiting company. All trucks, including co-owned or rental vehicles, over 24' in length will be off-loaded or loaded by the official material handling contractor.

They may use **only** hand-operated equipment, which they have provided; two-wheeled hand trucks and four-wheeled flat trucks are permitted. The use of fork trucks, pallet jacks, lift gates or any other mechanical equipment is not permitted by anyone other than the official drayage contractor.

**BOOTH LABOR**

Exhibitors are allowed to set-up and/or dismantle their own booths, provided that they use their own **bonafide, full-time employees**. Please advise them not to bring outside labor of any kind.

**TIPPING**

Our Work Rules prohibit the SOLICITATION of tips by any of our employees. Our employees are paid excellent wages denoting a professional status and we feel that tipping is not necessary. Should you be SOLICITED for a tip, please report the incident to our Service Center as soon as possible.

LABOR jurisdictions

The unpacking, erection, assembling, dismantling, and packing of displays and equipment may be done by full-time employees of an exhibiting company.

Full-time exhibiting company employees are allowed to perform their own material handling, provided they meet all of the following criteria:

- ✓ Company owned truck or rental vehicle (less than 24' ft. long)
- ✓ Privately Owned Vehicle
- ✓ Use Two-wheel or four-wheel dollies to unload

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# Freeman Service Specialists



## Local Branch Expertise

(508) 894-5100

## Customer Support Center

(888) 508-5054

Monday – Friday: 7:00 AM – 7:00 PM

Saturday: 8:00 AM – 5:00 PM

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**BOSTON** OCTOBER 21-25

Thank you for your participation in today's webinar.

QUESTIONS?

**Stephanie Houck, CEM**  
**Director, Exposition Operations**  
**SPARGO, Inc.**

703-631-6200 (main)  
703-679-3972 (direct line)

[stephanie.houck@spargoinc.com](mailto:stephanie.houck@spargoinc.com)

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